

2018 State Plan Updates: Summary

Section II (Local)	Policy	Updates
I. Vendor/Farmer Mgmt.	B. Retail Monitoring	Local staff do not need to do “educational buy” as part of monitoring.
II. Nutrition Services	A. Standard Food Packages	All “Peanut Butter”, “Canned beans” and “Dried Beans” have been replaced into new “Legume Choice” in tables and references to Standard/default food packages. Participants may choose at the store.
	B. Adjustments and Tailoring Food Packages	2. Non-fat/1% milk option is now “broadband” (with eWIC) and options are chosen at the store (regular fluid, evaporated, powdered, lactose free, goat fluid, etc.); Whole milk is also now “broadband” (with eWIC) and option chosen at the store. Soy & 2% options must be assigned on the food package (including form) by a CPA with appropriate justification documented.
		2.3 Milk table added in place of previous text; tofu added as option; clear conversions and maximum substitution values listed.
	D. Returned Formula	1. Formula changes will be made in SPIRIT for eWIC (rather than SPIRIT Utilities), calculation done by the system, should be verified correct by CPA.
	F. Nutrition Education Contacts	General- SOAP note references were removed; will be implementing new Nutrition Assessment Questions in November, where all documentation will be made. Until new NAQ implemented, continue to document as usual.
		5. Added reference to use of “WIC Smart” for online/mobile/remote education option for low risk participants.
	H. Nutrition Care Plans	SOAP Note references removed (see above “general”).
	K. BFPC Program	2. Updated Breastfeeding Peer Counselor Staffing section to show “experience breastfeeding” as mandatory instead of preferred; Updated BPC language to exclude health professional background as qualification (i.e. new peer counselors shall not be an RD, RN, LPN, IBCLC, etc.).
IV. Organization and Management	C. Local Agency Selection	L. Continuing Education Policy language updated to state that only “clinical” staff required ongoing CECs. By this we mean that contract RDs do not need to do them, as they are required to complete nutrition specific CEUs for credential and have expertise in nutrition services. The intent of this policy is to ensure non-RDs are up to date on nutrition education topics.
		1. Applications (agency and satellite) were consolidated into one form, and updated (see attachment 6)
		2. Updated the Affirmative Action Plan (see attachments 1 & 2).

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IX. Food Delivery	A. Issuing Benefits	2. One eWIC card per family; Authorized Representative does not need to sign for benefits, only card, when issued; a PIN must be set up prior to use of card.
		5. "Voiding" is not needed with eWIC; "Update Food Already Issued" will automatically void and reissue benefits, see online training for more details.
	B. Benefit Redemption	1. WIC Checkout Procedures updated to reflect eWIC changes (let cashier know it is eWIC, run card first, etc.)
	C. Benefit/Card Stock	1. Cards will be ordered from State Office (sent to identified clinics directly)
		2. Inventory Form (attachment 16) will be completed for all cards received from State Office, damaged (not issued) and mailed certified.
		3. Legal custody changes may be treated like foster care for the purposes of removing child from household and reissuing benefits. This requires legal paperwork.
		5. Mailing cards- must be certified and logged on inventory form (attachment 16). Scan signed card.
		6. Cards that are lost/found guidance added
V. Nutrition Services & Administration (NSA)	A. Local Agency Exp.	7. Card Inventory log add as attachment 16. Must be used for all cards received, damaged (not issued), and mailed certified.
		3. Allowable expense- under the bullet for "Necessary and reasonable" expenses, we have defined "nominal value" as limited to a value of \$5 when purchasing incentive items; under "examples of unallowable expenses" we have added "staff incentives or bonuses".
VIII. Certification, Eligibility and Coordination	A. Eligibility Guidelines	5. Income- under 2 nd bullet, under "Net Benefits" added <i>for farm and non-farm self-employment only</i>
		5. Native Americans Living on Reservations: For tribal members who are qualifying using their membership status for the household and self-declaring income, they must sign a statement that their household gross income is less than the max as stated in the Income Eligibility Guidelines. A form for signing and scanning will be made available online and sent to our reservation clinics.

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	B. Certification Procedures	<p>2. Authorized Representatives (significant changes to this section):</p> <ul style="list-style-type: none"> - At certification a PRIMARY authorized representative must be identified; up to two “alternate” authorized representatives may be named at the discretion of the primary authorized representative (in person or in writing) - Any identified authorized representatives may sign for the card, the R&R, provide information about the participant and complete appointments with the participant (or on their behalf where applicable) - An alternate representative may not change the primary status unless legal documents are presented, however the primary representative may change alternate rep. status at any time (in person or in writing) - A “proxy” WILL NOT be named in the system, may not attend appointments on behalf of the participants, and may not be treated as an authorized representative (unless primary auth rep identifies that person as an auth rep). A proxy is simply someone that the cardholder has provided permission to for shopping on their behalf with the card, the cardholder is responsible for educating the proxy and is responsible for their actions with using the card.
	E. VOC	2 & 3. VOC documentation must have an identifying number for the participant (participant ID); instructions on how to handle incoming VOC have been updated to include and clarify how benefits from sending state should be handled, and how to contact sending state if needed to ensure they cancel their eWIC card/benefits, verify what was issued and used in the current month and/or void checks.
Section III (State)	Policy	Updates
I. Vendor/Farmer Mgmt.	B. Retailer Selection Criteria	1. Retailers must be eWIC capable in order to become authorized (going forward). A store may be supported to become capable through a stand beside device if participant access is an issue.
	D. Initial Retailer Application	2. Retailers are responsible to ensure staff is trained on eWIC transactions post-initial certification.
	J. High Risk Evaluation	1. Criteria updated for eWIC to include- large percentage of transactions at an even dollar amount, and >90% benefits on eWIC card are redeemed in one shopping trip.
VI. State Food Funds	A. Benefit Management and Reconciliation	<p>1. eWIC Payment Adjustments- updated for eWIC</p> <ul style="list-style-type: none"> - Retailers must not require that participants pay the difference between the price of the item and the rate they are paid based on our maximum allowed rate (MAR) - MAR is now “rolling”, based on UPC (each item) and changes regularly as redemption occurs and true values are known - Payments are made to vendors electronically after transaction received by the bank (ongoing within a couple of days, quicker than checks).

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Attachments:

- 1 & 2- Affirmative Action Plan and Ranking are NEW
- 4- Alternate Means for Signature of eWIC card- NEW (different from check form)
- 16- eWIC Card Inventory Log is NEW
- 17- Food List is Updated for 9/14/17 version
- 18- Formula Prescription Form is NEW (combined 2 previous forms into 1)
- 20- Homeless Facility Statement- added requirement to let State know if adherence to requirements change
- 21 & 22- Local Agency List & Map are updated
- 33- Nutrition Risk Code Table- updated (332, 352 a and b, 359, 411, 601)
- 35- Participant Rights & Responsibilities- updated with eWIC language and disclosure of information (MOUs)
- 38- Reconstituted Amounts of Commonly Used Formulas- now an attachment, used to be in chapter 8
- 43- WIC Org. Chart for State Office added as an attachment